

Title:	Priority Placement Program for Work-injured Employees	
Purpose:	To establish a Priority Placement Program for work-injured City employees to enable them to continue employment in the City and County of Honolulu.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes, Chapter 386-142; Civil Service Rules §3.4; CS Circulars 4-86 (2-5-86) and 26-87 (12-1-87)	

I. POLICY

The City and County of Honolulu (City) will establish and administer a continuing and effective Priority Placement Program to assist work-injured employees in finding suitable City employment.

II. PRIORITY PLACEMENT PROGRAM

- A. Regular or initial probationary employees who sustain work related injuries covered under the Hawaii Workers' Compensation Law and who are medically certified as permanently unable to perform the normal duties of their positions, but who are not totally and permanently incapacitated, may request their names be placed on priority placement lists at the same or lower pay ranges for the classes of work for which they meet the minimum qualification requirements and are capable of performing the duties and responsibilities.

Non-regular employees temporarily employed by the City, shall be eligible for temporary employment equivalent to the temporary period they were originally appointed but not including the period already served.

- B. Referral to departments to fill vacant positions will be made in accordance with Civil Service Rules, Chapter 3, Subsection 4, Certification. Priority placement eligibles referred shall be given selection interviews prior to eligibles from any other lists and must be appointed to fill the vacancies, unless the eligibles refuse the job offer, are no longer interested or available for the position, or are found by the hiring department or agency to be incapable of performing the duties and responsibilities of the position and such written reasons are found acceptable by the Director of Human Resources (Director).
- C. Priority placement eligibility, in general, shall cease when the eligible:
1. Is selected to fill a vacancy in the City or is returned to the former position.
 2. Refuses an offer of employment in which he or she indicated interest.
 3. Is no longer interested in or available for placement assistance.
 4. Is deemed permanently and totally disabled by the State Department of Labor and Industrial Relations or Employees' Retirement System.

- D. Priority placement eligibility for a position or class shall cease when the eligible is found to be medically or otherwise incapable of performing the duties and responsibilities of the position or class.
- E. A priority placement eligible selected to fill a vacancy, but subsequently terminated from such appointment during the probationary period through no fault on their part, as determined by the Director, shall be restored to priority placement eligible lists. Reference Chapter XII-3, Retention, Rehabilitation and Placement of Industrially Injured Employees.

III. RESPONSIBILITIES

A. Department of Human Resources (DHR)

- 1. Secure vocational rehabilitation counseling and assessment services for the work-injured employee.
- 2. Determine eligibility for priority placement services.
- 3. Contact injured employees for job counseling and completion of the Priority Placement Application form.
- 4. Screen for minimum qualification requirements for those classes of work that the employee expressed interest in and place the employee on priority placement eligibility lists.
- 5. Schedule a medical examination for each employee as the Form 10 (Request for Eligibles) is received.
- 6. Refer names of priority eligibles medically cleared for the position to the requesting agency on Form 10 following Civil Service Rules.
- 7. Processes selection.
- 8. Close case files of all employees selected or no longer eligible for priority placement referrals.
- 9. Restore employees to priority placement lists for further referral if the employee does not complete probation satisfactorily for reasons other than fault on the part of the employee.

B. Departments and Agencies

- 1. Pursue placement efforts within the department or agency. Consider reasonable accommodation, including but not limited to, task reassignments, modification of tools or equipment, purchase of special aids and modification of work areas as part of the placement effort.
- 2. Take appropriate personnel actions, including but not limited to, transfer, demotion, reallocation or termination.

C. DHR Health Services Division

1. Conduct medical examinations for work-injured employees and determine medical fitness for placement into prospective vacancies prior to referral.
2. Report findings to the DHR Employment and Personnel Services Division.

D. Injured Employee

1. Cooperate with department or agency managers and supervisors, counselors, City designated physician, DHR staff and any others involved in placement efforts.
2. Prepare and submits Priority Placement Application form for classes of work for which the employee wishes to be considered.
3. Submit to medical examinations and/or provide medical reports, as appropriate.
4. Report to job interviews and accept any reasonable offer.